

**SEYMOUR PUBLIC SCHOOLS
REQUEST FOR A SCHOOL SPONSORED TRIP**

Complete when you are visiting multiple destinations on the same trip

Place #1	Place #2	Place #3*
Name of Destination:	Name of Destination:	Name of Destination:
fjsdk		
Address:	Address:	Address:
Description of Activities:	Description of Activities:	Description of Activities:

**Additional destinations should be listed on a separate piece of paper*

Teacher(s): _____

Grade(s): _____ Class: _____

Date of Trip: _____ Day of Week: _____

Number of Students: _____

Transportation: Bus # Required: _____ Other _____
Please explain

Departure time: _____ Return time: _____

Number of Substitutes Required: _____

Number of Chaperones Required: _____

Chaperones: _____

Cell Phone Contact Name: _____ Cell Phone # _____

School Designee to Receive Emergency Phone Calls: _____

Total Cost to Budget: _____ Total Projected Expenses: _____

Total Cost to Each Student: _____

I approve the above described school sponsored trip:

Signature - Principal

Date

Signature - Director of Nutrition Services

Date

Signature - Superintendent of Schools

Date

Describe the intended learning outcomes:

[Empty box for describing intended learning outcomes]

What pre-trip activities are planned:

[Empty box for describing planned pre-trip activities]

What related follow-up activities will occur?

[Empty box for describing related follow-up activities]

